

Bitterroot Job Service Employers' Committee Meeting Minutes February 20, 2007

Present:

Cindy Beck, Albertson's
Dan Severson, Valley Drug & Variety
Deb Morris, Marcus Daly Mem. Hospital
Vikki Bell, Ravalli County Bank
Pat Easley, Bitterroot Valley Chamber
Mark Seitz, First Security Bank
Howard Lyons, Ravalli County
Heather Mousley, Bitterroot JSWC

Julie Foster, Ravalli County EDA
Jesse Lohse, Rocky Mountain Truss Co.
Adam Sangster, Apex Human Resources
Linda Valentine, Human Resource Council
Patti Furniss, Bitterroot JSWC
Kathleen Cannon-Siegle, Bitterroot JSWC
Elaine O'Leary, Bitterroot JSWC
Patty West, Office of Public Assistance

Introductions: Introductions were made with business affiliations.

Minutes: The January 16, 2007 minutes were approved as written.

Treasurer's Report: Debbie noted expenses and reported the JSEC account balance as \$3,725.51.

Guest Speaker: Patti introduced Dave Laber, a Business Advocate and HR Professional from the Helena Job Service Workforce Center. Dave give us a brief bio of his credentials and graciously provided information on topics including, at will employment, progressive discipline, proving good cause (and steps to prove good cause), fairness and consistency, past HR practices, illegal discrimination and retaliation. Dave distributed Discipline Handling Guides to the group. Dave stressed the importance of accurate documentation.....just the facts, ma'am! A big "thank you" to Dave Laber for his presentation to our JSEC. And also a big "thank you" to Dave's manager in Helena, Roxanne Bullard, for approving his Bitterroot trip!

Job Service Update: Patti reported on the JSEC/Managers Meeting which will be held in Bozeman on May 22-24th. The keynote speaker is John G. Miller, author of "The Question Behind the Question" and she invited each JSEC member to attend. A complete agenda in draft form is available. Elaine O'Leary, who is retiring the end of this month, was given a round of applause in appreciation for her 30 years of dedicated service. Our Job Service is hosting an "Open House" in honor of Elaine (our warm hearted "Wonder Woman") next Tuesday from 1:00-5:00 and each member is invited to drop by and visit Elaine during this celebration.

Community Job Fair: Elaine and Heather provided an update on the Community Job Fair. There have been four grant requests made seeking donations to help with expenses and thus far Farmers State Bank has donated \$100. Heather said that we are still in need of paper – even a ream of paper donation would be appreciated☺ She said that one of our expenses is \$250 for the speech and debate team to set up and take down tables, etc. The Community Job Fair is scheduled for April 5th from 5:30-7:30 p.m. at the Hamilton H.S. and we appreciate members who volunteer to help with this event.

Steve Beck Seminar: Pat Easley and Kathleen provided seminar updates and noted that we have ample openings for many more to attend the "Exceptional Customer Service – Part II" seminar. Kathleen has promoted this seminar and Business Advocate services to over sixty-five employers since the middle of January. An encouraging reminder was given to everyone regarding the wonderful opportunity this seminar brings to the valley. The Bitterroot JSEC rocks!!

Kathleen requested monies for JSEC luncheon expenses (cups, plates, napkins, utensils, etc.) for this year and a motion passed for Kathleen to receive up to \$150.

Mission Statement: Tabled until next month.

Meeting adjourned.